

Retention and Classification Report

Agency: Department of Workforce Services. Office of Community Services
(243)
1385 South State, 4th Floor
Salt Lake City, UT 84115
801-538-8722

Records Officer Kent Naisbitt

28414 Community Service Block Grant Records
27554 *Publications

AGENCY: Department of Workforce Services. Office of Community Services

SERIES: 28414

3

TITLE: Community Service Block Grant Records

DATES: 2005-

ARRANGEMENT: chronological

DESCRIPTION:

These are contracts, audit records, applications and monitoring records for audit purposes and GRAMA policy. They are used to monitor state and federal funding to provide services to the homeless. They include Community Services Block Grants and IS Reports.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 2, Item 3.

AUTHORIZED: 11/29/2013

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

All Formats: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

Administrative Legal
Contracts are to be kept for federal government requirements.

AGENCY: Department of Workforce Services. Office of Community Services

SERIES: 28414

TITLE: Community Service Block Grant Records

(continued)

PRIMARY CLASSIFICATION:

Controlled

SECONDARY CLASSIFICATION(S):

Public

AGENCY: Department of Workforce Services. Office of Community Services

SERIES: 27554

3

TITLE: Publications

DATES: 1971-1981.

ARRANGEMENT:

DESCRIPTION:

Documents created by the agency, including pamphlets, reports, leaflets, file manuals, and other published or processed documents. These records include administrative, academic, and fiscal information; facilities; legislative action; and all other activities of the agency. Consists primarily of isolated publications not part of a more specific series.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

AUTHORIZED: 03/28/2011

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Administrative

Disposition based on value of records in documenting agency achievements, policies, programs and functions.

AGENCY: Department of Workforce Services. Office of Community Services

SERIES: 27554

TITLE: Publications

(continued)

PRIMARY CLASSIFICATION:

Public